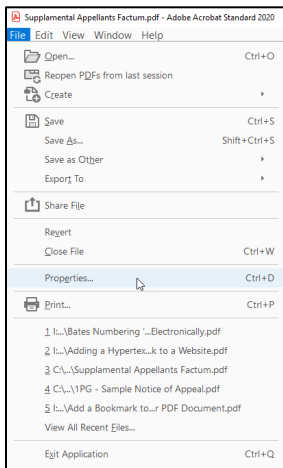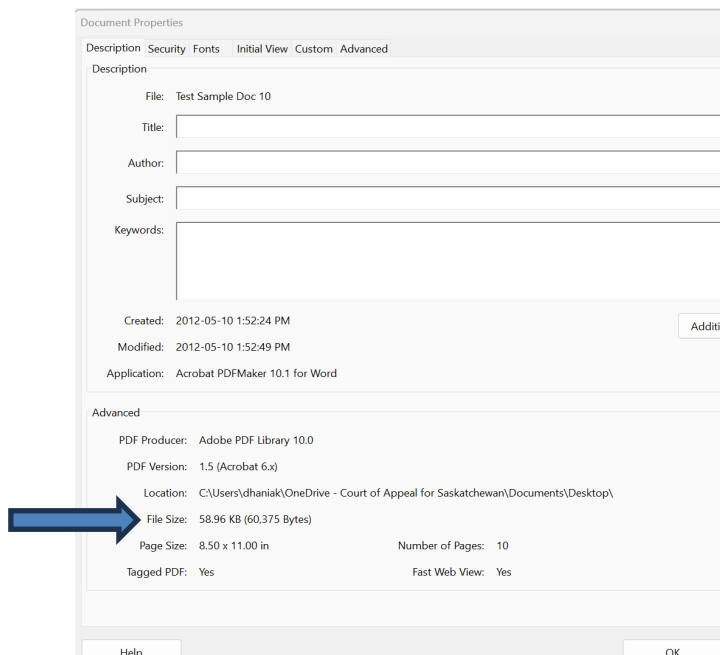# Check the Size of Your PDF Document

NOTE: There are several methods for finding the size of a PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat Standard 2020. Your procedure may vary depending on which PDF creation software you are using.

1) Open your PDF document in Adobe Acrobat. Choose **File > Properties**.

2) The **Document Properties** dialog box will open. File Size can be found on the **Description tab** in the **Advanced** section.

3) The document size of the file should not exceed 100 megabytes. If you are looking to reduce the size of the file, you may want to ensure the documents were scanned in Grayscale mode or

without any colour. Another option would be to select **File > Save As Other > Reduced Size PDF** to reduce the size.